

BRA EMPLOYMENT OPPORTUNITY

TITLE: SENIOR RESEARCH ASSOCIATE/ECONOMIST

JOB VACANCY POSTING NO: 7-01

POSTING DATE: _____

2/8/01

EMPLOYMENT STATUS: BRA Development Program Employee

EXTERNAL

DATE: 2/22/01

POSITION FILLED: _____

DEPARTMENT/DIVISION: Policy Development and Research

NAME: _____

DATE: _____

SUMMARY: Under direction of Research Project Manager participate in major research projects on Boston's economy, government and population; prepare research reports, maintain data-bases, and perform statistical analysis.

Produce research reports to be included in City documents or published within BRA/EDIC. Help plan, design and develop strategy and methodology of research study; may originate study concept or develop topic in response to request from Supervisor. Draft, revise and prepare reports which monitor, assess, discuss and forecast the economy, demography and commercial markets of Boston. Discuss report findings and conclusions with Research Project Manager or other BRA/EDIC staff as appropriate.

Create, perform and document original research on economic, demographic, fiscal and development issues. Collect, track and analyze data; evaluate sources, consistency, quality, and integrity of data. Maintain and monitor economic databases about the city from a variety of municipal, governmental, public and private sources. Identify and assess trends, events, etc., which may impact city's economy, demographics, finances, prepare forecasts, etc. Assemble, organize and screen data relevant to area of study.

Provide technical assistance and consultation to BRA/EDIC and City staff in areas requiring special expertise in economic analysis, finance and statistics. Coordinate joint research efforts with other City departments.

Research, draft, revise and produce portions of major policy documents as requested.

Screen and review diverse periodicals, journals, newspapers and other sources of current information to update and maintain knowledge of Boston's economy.

Maintain data-bases necessary to preparation of "The Boston Economy" section of Boston's bond prospectus to report on the current health of the Boston economy.

Assist in research and preparation of "The Boston Economist", "Insight" reports and Policy Briefings.

Research and prepare "Internal Memoranda" in response to requests from BRA/EDIC staff or other city officials.

Design and carry out survey research studies where applicable.

Provide information in areas of expertise to the general public, community organizations, businesses, students and universities.

Participate in the development and review of methods and procedures of technical recording, processing and analysis of data pertaining to economic or statistical analysis within department or other City departments.

Perform other related duties as required.

QUALIFICATIONS:

Work requires completion of a Master's Degree in Economics, or Planning or related field or equivalent experience, plus more than three years progressively responsible related experience. Proficiency in desktop computing, including word processing, spreadsheet, and database applications, is required, as is ability to use specialized forecasting and statistical analysis software.

GRADE: 19

HIRING RANGE: \$41,567.93-\$49,943.89

To apply: Submit resume/application and salary requirements: Human Resources, BRA/EDIC, 43 Hawkins Street, Boston, MA 02114.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.

APPLICANTS MUST BE RESIDENTS OF BOSTON UPON DATE OF HIRE.